

Compliance Administrator

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Company: Unspecified

Location: Lahore

Category: other-general

We are looking for a Compliance Administrator Ensure all necessary compliance requirements associated with jobs are completed on time and to the appropriate standards as part of our commitment to deliver jobs for our partners. Supporting the Team Lead and Function Head and collaborating with other internal functions and external partners as well as other members of the Compliance Team is key to this role. KEY RESPONSIBILITIES: The role will involve compliance tasks throughout the end-to-end process to deliver a successful job and in practice will include: tEnsuring the tracker and dashboards are updated daily in terms of statuses using the CRM or similar software tCarry out compliance checks on evidence and documentation before submission to Energy Companies/Funders tUse bespoke software to notify installs and progress tEnsuring that all required information is gathered from the supply chain to ensure that post-install handover pack is complete with all relevant information tSupporting the Team Lead and Function Head and working as part of a wider team while taking ownership for the successful completion of each job will be an essential part of this role MAIN SKILLS AND REQUIREMENTS tThe ability to be flexible in a continually changing environment tStrong knowledge, and experience with Microsoft Office tExcellent face-to-face and telephone manners

15 h 55 minutes ago 1.400.000 - 2.000.000 #J-18808-Ljbffr

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